

## ENGLISH LANGUAGE ARTS WRITER'S CHECKLIST

As you write your composition, remember these important points.

### Composing:

- Write on the assigned topic.
- Present a clear main idea.
- Give enough details to support and elaborate your main idea.
- Present your ideas in a logical order.

### Style/Audience Awareness:

- Write with your audience (the person or group identified by the topic) in mind.
- Use vocabulary (words) that expresses your meaning well.
- Use sentences that make your main idea interesting to your audience.

### Sentence Formation:

- Write in complete sentences and use a variety of sentence patterns.

### Usage:

- Write using appropriate subject-verb agreement, verb tenses, word meaning, and word endings.

### Mechanics:

- Write using correct punctuation.
- Write using correct capitalization.
- Write using appropriate formatting (e.g., indentations, margins).

### Spelling:

- Write using correct spelling.







**Remember to print or write neatly.**

**Turn this card over for directions for writing your composition.**






# DIRECTIONS FOR WRITING

**This is a test of writing ability. Therefore, you should follow the steps below to help you write a successful composition.**




## **Step 1: Planning and Drafting**

-  Read the writing topic in your test booklet carefully.
-  Think about what you will write before you begin.
-  Use the space provided in your test booklet for planning your composition and writing your rough draft.
-  Remember that your planning notes and rough draft will not be scored.

## **Step 2: Revising**



-  Review the Writer's Checklist to make sure you have covered all the points.
-  Reread what you have written for your rough draft.
-  Rearrange ideas or change words to make your meaning clear and improve your paper.
-  Rewrite your composition neatly on the correct page(s) in your answer document.
-  Write your final paper in either print or cursive using a No. 2 pencil.

## **Step 3: Proofreading**

-  Review the points on the Writer's Checklist after you have finished writing your final draft.
-  Make any needed corrections.
-  Erase or strike through words if necessary.



## **Points to Remember:**

-  Only the writing on the **Final Draft** pages in your answer document will be scored.
-  Your paper will be scored on  
(1) development and support of ideas,  
(2) expression of ideas, (3) correct sentence formation, (4) usage,  
(5) mechanics, and (6) spelling.